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NASA Procedural Requirements

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COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES

NASA Space Flight Awareness Program

Responsible Office: Human Exploration and Operations MD

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Preface

P.1 Purpose

- a. The SFA Program is a NASA-managed human spaceflight safety awareness and recognition program with representation from NASA and SFA Contractors. The SFA Program is managed by NASA Headquarters Human Exploration and Operations Mission Directorate (HEOMD).
- b. This NASA Procedural Requirements (NPR) establishes the responsibilities, procedures, and requirements for the administration of the Agency's SFA Program, which directly supports, enhances, and achieves Agency mission and strategic goals. The purpose of the SFA Program is to promote and enhance the awareness and understanding among the NASA and the relevant contractor workforce who are involved in human spaceflight about the importance of their role in promoting astronaut safety and mission success. Awareness is created by communicating with and educating the Government and industry workforce about safety, quality and spaceflight.
- c. The SFA Program also includes a recognition program through which NASA and SFA Contractors may recognize their respective employees for outstanding contributions to safety, quality and spaceflight success.
- d. This NPR defines, identifies, and documents program participation requirements and implementation processes.

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to JPL (a Federally Funded Research and Development Center), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts or agreements.

P.3 Authority

- a. NPD 1001.0, 2011 NASA Strategic Plan.
- b. 51 U.S.C. § 20102 et seq.; Government Employee's Incentive Awards Act, 5 U.S.C. § 4501 et seq., (as amended).

P.4 Applicable Documents and Forms

- a. 14 C.F.R. 1221.110.
- b. NPR 3451.1, NASA Awards and Recognition Program.
- c. NPR 8715.3, NASA General Safety Program Requirements, Office of Safety and Mission Assurance (OSMA).

d. NF1738, Space Flight Awareness Award Nomination form

P.5 Measurement/Verification

Designated representatives and POCs from NASA and contractors participating in or supporting the SFA Program are responsible for recording and updating all SFA award and recognition data in the NASA SFA Awards Database. The SFA PM will publish an annual report on the SFA Program website (<http://www.nasa.gov/directorates/heo/sfa/>) and may also publish a printed report containing metrics of program effectiveness.

P.6 Cancellation

None.

Chapter 1. SFA PM Responsibilities

1.1 The SFA PM provides overall program direction, policy, and guidance to NASA offices, organizations, and Field Centers participating in the SFA Program. The SFA PM is the Agency's point of contact (POC) for all SFA Program products, events and activities. The SFA PM does not direct SFA Contractors to perform any work. The SFA PM coordinates program direction, policy, and guidance with each of the SFA Contractors' cognizant Contracting Officers (CO) or Contracting Officer's Representatives (COR) to ensure compliance with this NPR in accordance with the terms of the subject contracts. The SFA PM is the Agency's POC for all such coordination with SFA Contractors' COs and CORs on matters related to SFA Program products, events, and activities. The SFA PM is appointed, in writing, by the Associate Administrator (AA) for HEOMD in conjunction with the Chief, OSMA.

1.2 SFA PM responsibilities include establishing the following for NASA and coordinating the following as appropriate:

- a. SFA Recognition Program requirements, processes, and honoree event allocations.
- b. SFA Awareness, education and outreach program requirements, processes, and work procedures. This includes recommending possible SFA recognition for safety awareness to the AA for HEOMD.
- c. Guidelines to ensure the SFA WG is effectively coordinating and implementing the objectives and planning of the SFA Program.
- d. A process for reviewing the effectiveness of the SFA WG. To the extent this review reflects on the performance of SFA Contractor(s), the SFA PM shall coordinate with the cognizant CO or COR to ensure that such performance review information does not conflict with the performance reporting otherwise provided for in the ordinary course of contract administration.
- e. An Astronaut Office POC to work with the SFA WG to develop a request/priority process for Astronaut Office participation in SFA Awards, attendance at honoree events, and awareness, education, and outreach visits.
- f. Overall SFA Program objectives and assessments of success. The SFA PM, in consultation with relevant stakeholders, including the managers of the Agency's human space flight programs, will develop objectives for NASA's SFA Program and the SFA programs established by SFA Contractors. The PM will annually brief senior NASA and SFA Contractor management with an assessment about the execution of those objectives.
- g. Workshops to conduct planning and to communicate goals, and program status.

1.3 Prior to conducting an SFA event, the SFA PM, in coordination with the SFA WG and the Office of the Chief Financial Officer (OCFO), shall determine what expenses are reasonably necessary to achieve the objectives of the event. SFA events must comply with fiscal laws and regulations as well as agency policies regarding awards.

Chapter 2. SFA WG

2.1 Representation and Participation

2.1.1 The SFA WG shall have representation from NASA and SFA Contractors (as that term is defined in Appendix A). The professional background of NASA personnel serving as part of the SFA WG will represent expertise in administrative and technical fields, including communications, public affairs, and engineering. While it is anticipated that SFA Contractor representatives supporting the SFA WG would include similar expertise, it is within each SFA Contractor's discretion, in coordination with the cognizant CO or COR and in accordance with the terms of the contract, to assign the appropriate personnel who will provide such support.

2.1.2 The SFA's WG duties include planning, preparing, coordinating, and implementing the SFA Program's safety awareness, communication products, motivation, and recognition awards, activities and events consistent with this NPR, implementing policies and, where applicable, SFA contract clauses.

2.1.3 Each SFA WG representative will work closely with his/her organization to increase awareness about the SFA program. The representative will encourage the submission of SFA award nominations for employees.

2.1.4 The SFA WG representative will ensure evaluation of all nominees by the assigned evaluation panel.

2.2 SFA Annual Program Plan

The SFA WG will provide information to the SFA PM to further the development and implementation of the responsibilities identified in the SFA Annual Program Plan. The Plan will include information on events and activities planned for the upcoming fiscal year, as well as information on the previous year's outcomes in order to reflect program accomplishments.

2.3 SFA Program Workshops and Meetings

NASA personnel and SFA Contractor personnel identified as POCs from their respective organizations to the SFA WG attend SFA program workshops and other meetings to discuss plans and objectives for future SFA activities; to receive programmatic update information; to provide insight about the status of ongoing or planned activities; and to derive and discuss "lessons learned" concerning completed activities.

Chapter 3. Program Implementation Requirements

3.1 NASA SFA WG

NASA and SFA Contractor POCs participating as part of or otherwise supporting the SFA WG assist the SFA PM by coordinating the implementation of the SFA Program at their respective locations. They provide support and information to the SFA PM as well as others participating in the implementation of NASA's SFA Program or the respective SFA Contractors' plans and programs.

3.2 Points of Contact from SFA Contractors

SFA Contractor employees assigned by their employer to support the coordination work of the SFA WG are the POCs for the SFA Program at their respective location and responsible sites. They are responsible for the coordination of support (if any) from and guidance to any of their subcontractors who, by virtue of their subcontract work for SFA Contractors, participate in the SFA Program.

3.3 Recognition Program

3.3.1 The SFA PM, in consultation with the SFA WG, will maintain a highly visible program that recognizes the awareness, achievement, and improvement of safety and mission success in NASA's human spaceflight programs. The SFA Contractors' SFA programs may include these or similar awards and recognition for their personnel. An SFA Contractor's plan or program to recognize and award its employees for human spaceflight safety awareness, achievement, and improvement is the company's responsibility. NASA SFA awards which may be presented are described in paragraph 4.3 below and include the following:

- a. Silver Snoopy Award
- b. Team Award
- c. Honoree Award
- d. Special Local Award
- d. Trailblazer Award
- e. Management Award
- f. Flight Safety Award
- g. Supplier Award

3.4 Awareness Program

3.4.1 Each participating NASA Center and, to the extent required under contract, each SFA

Contractor will develop an annual plan for safety awareness and outreach activities for its facilities and its supplier/contractor facilities and submit this plan to the SFA PM. With respect to such annual plans developed by SFA Contractors, the submission of such plans to the SFA PM is for the purpose of understanding the contractors' planning and the alignment of the contractors' planning with the overall NASA SFA program. The SFA PM will not personally direct or request changes to a SFA Contractor's planning. Any such direction, guidance, or request will be accomplished through coordination with the cognizant CO or COR to ensure compliance with the terms of the subject contract. At a minimum, the plan should include:

- a. All major events and milestones plans under the SFA program
- b. Astronaut/Management Outreach Visits
- c. Projected budgets

3.5 Education/Outreach

Each participating NASA Center and, to the extent required under contract, each SFA Contractor shall work with their respective education and outreach organizations to support SFA Program outreach and educational initiatives.

Chapter 4. SFA Program Element Descriptions and Processes

4.1 Program Education, Awareness, and Publicity

Participating NASA Centers and, to the extent required and permitted under contract, SFA Contractors will utilize motivational/awareness tools and activities, astronaut visits, and the SFA logo to implement goals. Participating NASA Centers and, to the extent required and permitted under contract, SFA Contractors have the flexibility to customize the methods of using these elements according to their organization's mission while ensuring that a consistent message is communicated.

4.1.1 Awareness Tools and Activities

The SFA WG will distribute SFA information, materials, and tools to NASA managers and the workforce, and encourage management support and participation in SFA activities. The SFA WG will make the information available to SFA Contractor POCs for similar use at their respective locations.

4.1.2 Outreach Visits and Goals

NASA astronauts and officials will conduct motivational visits at NASA Centers and participating SFA Contractors' facilities. The SFA PM, in consultation with the SFA WG and with NASA program/project managers, will determine the priority for contractor/supplier visits based on factors such as major contractual milestone achievements. The SFA PM, in consultation with the SFA WG, will request astronaut/official outreach visits through the Astronaut Appearance Office at the Johnson Space Center.

4.1.3 Use of the SFA Logo

The SFA logo is a visual method that identifies the SFA Program. Consistent and repetitive use of the logo represents the activities, achievements, and goals of the Program. The SFA logo should never be altered or distorted in any way. It must not be redrawn, but rather reproduced photographically from reproduction artwork. The SFA logo can be printed in conjunction with the NASA Insignia ("Meatball") or with a company/contractor logo. However, use of the SFA logo with both the NASA Insignia and a SFA Contractor/company logo must comply with NASA regulations on the use of the Insignia (14 C.F.R. Part 1221.110) and requires approval by the AA for Public Affairs or designee. Further, products proposing to include the SFA logo must be reviewed and approved by the SFA PM prior to release.

4.2 Use of Outreach and Recognition Tools

4.2.1 The SFA WG and the NASA organizations and companies they represent will endeavor to promote the primary goal of astronaut safety and mission success through the use of outreach and recognition tools as appropriate and outlined in the Program Plan.

4.2.2 Outreach and recognition activities should be spread over the year so that awareness is

promoted regularly. Outreach and recognition tools will be used at all locations where critical flight hardware is being built, processed for flight, or where staff supports these operations.

4.3 SFA Awards

Through their respective SFA programs, NASA and its SFA Contractors recognize excellence, motivate personnel to excel in their job performance, and help employees continue their personal commitment to flight safety and mission success. The SFA Awards include the Silver Snoopy, Team Award, Honoree Award, Special Local Award, Trailblazer Award, Management Award, Flight Safety Award, and the Supplier Award. For NASA employees, the SFA PM shall issue an annual call for nominations. However, nominations will be accepted throughout the year. SFA Nomination Form NASA Form F1738 is used to nominate NASA civil servant employees for all SFA awards. The SFA PM, in consultation with the SFA WG and with the nominee's installation, will provide final approval before award presentation. SFA Contractors will follow the policies and procedures of their own SFA programs to nominate and select their employees for awards. A SFA Contractor will coordinate with NASA's SFA PM if and when the SFA Contractor identifies its employees for SFA awards. Any requests to NASA for input into contractor performance should go through the CO or COR. Awards are made, as appropriate and in accordance with the contractors' SFA programs and in accordance with terms of the contracts. Suggested criteria for each of the award categories are furnished below. SFA Contractors purchase physical award items other than certificates, such as pins and trophies, for their own awardees. An important step in the processing of awards is the review of all nominations to verify there are no current negative actions pending against the potential recipient.

NOTE: Each of the following SFA awards may be presented only once to any employee.

4.3.1 SFA Silver Snoopy Award

4.3.1.1 The SFA Silver Snoopy Award represents the astronauts' own award of excellence from the perspective of human space explorers. Astronauts personally present the SFA Silver Snoopy Award to employees to recognize excellence in achieving mission success or making improvements in design, administrative/technical/production techniques, business systems, flight and/or systems safety or identification and correction or preventive action for errors.

a. Eligibility. Full-time NASA employees and SFA Contractor employees are eligible to receive the Silver Snoopy Award, provided they have not received the award previously and they meet the established criteria. The SFA PM must approve any exceptions to this rule. Employees' peers and/or managers can submit nominations to their SFA POC throughout the year. SFA Silver Snoopy Awards are not intended for managers at the GS-14/15 supervisory level and above or equivalent levels (second-level supervisors) within industry. The SFA PM must approve any exceptions to this rule.

b. Nomination/Selection Process. Nomination will be in accordance with 4.3 above.

c. Criteria. Candidates must meet two or more of the following:

(1) Significantly contributed beyond normal work requirements in support of the NASA human spaceflight programs.

(2) Performed a single achievement which contributed toward attaining a human spaceflight program goal.

- (3) Provided exemplary support to robotic missions that support human spaceflight (e.g. robotic Mars missions).
- (4) Contributed to one or more major cost saving/cost avoidance.
- (5) Was instrumental in developing program modifications that increase quality, reliability, safety, efficiency, or performance.
- (6) Developed or assisted with an operational improvement that increases efficiency or performance.
- (7) Developed a process improvement of a significant magnitude.

d. Recognition. The award consists of:

- (1) A Silver Snoopy pin that has been flown in space.
- (2) The commendation letter (stating when the Snoopy was flown).
- (3) Signed SFA Silver Snoopy Award certificate.

e. Award Presentation Process. The SFA Silver Snoopy Award should be presented by an active astronaut in the workplace, or at an award ceremony in the workplace. The astronaut signs the letter of commendation and the Silver Snoopy Certificate before the presentation. During the presentation, the astronaut presents the recipient with the award as described above.

NOTE: Lost Silver Snoopy pins may be replaced with un-flown Silver Snoopy pins at the discretion of the applicable authorizing entity making the original award.

4.3.2 SFA Team Award

4.3.2.1 The SFA Team Award recognizes the many significant contributions made to human spaceflight through the collective efforts of the many teams within the entire NASA/industry community.

a. Eligibility. A group of individuals (civil servants or contractors) who distinguish themselves in their work related to human spaceflight programs are eligible candidates to receive the SFA Team Award.

b. Nomination/Selection. Nomination will be in accordance with 4.3 above.

c. Criteria.

- (1) Contributed significantly beyond normal work requirements in support of the NASA human spaceflight programs;
- (2) Contributed, recommended, and/or implemented a means of improving the reliability, efficiency, accuracy, or safety of a human spaceflight program; and
- (3) Contributed to major cost saving/cost avoidance.
- (4) Contributed exemplary support to robotic missions that support human spaceflight (e.g. robotic Mars missions).

d. Recognition. The award consists of:

- (1) Team award certificate;
- (2) Commemorative medallion; and
- (3) Team award pin.

e. Award Presentation Process. The certificate should be signed by the current AA for HEOMD and, for SFA Contractor employees, the equivalent official from the SFA Contractor. The certificates should be presented by the highest ranking senior official available. Awards should be presented during a pre-arranged ceremony before the team's coworkers.

4.3.3 SFA Honoree Award

4.3.3.1 The SFA Honoree Award is presented to employees for their dedication to quality work and flight safety and mission success. The AA for the HEOMD will issue a separate call for nominations on an "as-needed basis." These employees may be awarded with a visit to a space facility as NASA very important persons (VIP) or at a major program event at their home location. The awardee's employer bears the cost of the travel expenses at the employer's discretion. Honorees will have the opportunity to be awarded at an award program, view a launch, as appropriate, and meet with top NASA and industry officials, as well as members of the Astronaut Corps. When an SFA Honoree Event is held at the honorees' home location, they may receive a trip to another installation as part of their award. The trip consists of a VIP tour and an opportunity to meet senior managers and members of the astronaut corps. The SFA Honoree Award should not be used as recognition for an individual's longevity, retirement, or separation from service. For each event, the SFA PM shall provide an allocation for the number of honorees that reflects the human spaceflight workforce in terms of number, civil service or contractor, skill-set, etc. This allocation will be distributed to the NASA Centers and SFA Contractors, as that term is defined in this NPR. Honorees may bring one guest to each activity. The guest must be at least 12 years of age. The guest's expenses are the sole responsibility of the honoree.

a. Eligibility. NASA and SFA Contractor employees are eligible for the SFA Honoree Award, provided they have not been previous award recipients and they have met the established criteria. To meet the criteria for this award, the individual's job performance must be oriented either directly or indirectly to human space flight safety or mission success. The SFA Honoree Award is not intended for managers at the GS-14/15 supervisory level and above or equivalent levels (second-level supervisors) within industry. The SFA PM must approve any exceptions to this rule.

b. Nomination/Selection Process. Nomination and selection will be in accordance with 4.3 above.

c. Criteria: Potential awardees must meet one or more of the following criteria:

- (1) Significantly contributed beyond normal work requirements to the development and implementation of human spaceflight programs;
- (2) Accomplished a single specific achievement which contributed toward attaining a particular human spaceflight program goal;
- (3) Provided exemplary support to robotic missions that support human spaceflight (e.g. robotic Mars missions).
- (4) Contributed to one or more major cost savings/cost avoidance pertaining directly to human spaceflight programs;

(5) Instrumental in developing hardware, software, materials, processes or operational improvements that increase reliability, efficiency, or performance;

(6) Developed or assisted with an operational improvement that increases efficiency or performance; or

(7) Developed a process improvement of significant magnitude.

d. Recognition. The award consists of:

(1) Congratulatory letter from senior management;

(2) Honoree certificate;

(3) Honoree lapel pin;

(4) A special commemorative current space flight item; and

(5) Recognition at a major program event and a VIP tour of a space facility.

e. Award Presentation Process.

(1) Following honoree selections, the SFA PM and the SFA WG shall prepare a congratulatory letter to be signed by a senior official of the appropriate organization (i.e., NASA senior official for honorees who are NASA employees; company officials for honorees who are company employees). A representative of the honoree's organization presents the letter to the honoree as notification before the award ceremony.

(2) An astronaut or a high-level government/industry management representative presents the honoree certificate and pin to the honorees at an appropriate award ceremony with co-worker honorees, and management in attendance if possible. The SFA PM, in consultation with the SFA WG, shall prepare a few words to be read about each honoree as the certificates are awarded.

4.3.4 SFA Special Local Award

4.3.4.1 The SFA Special Local Award is presented to local employees for their dedication to quality work and flight safety and mission success. Awardees will have the opportunity to be recognized at an award program, participate in a special program milestone event, as appropriate, and meet with top NASA and industry officials. The SFA Special Local Award should not be used as recognition for an individual's longevity, retirement, or separation from service.

a. Eligibility. NASA and SFA Contractor employees are eligible for the SFA Special Local Award, provided they have not been previous award recipients and they have met the established criteria discussed above. To meet the criteria for this award, the individual's job performance must be oriented either directly or indirectly to human space flight safety or mission success. The SFA Local Award is not intended for managers at the GS-14/15 supervisory level and above or equivalent levels (second-level supervisors) within industry. The SFA PM must approve any exceptions to this rule.

b. Nomination/Selection Process. Nomination and selection will be in accordance with 4.3 above.

c. Criteria: Potential awardees must meet one or more of the following criteria:

(1) Significantly contributed beyond normal work requirements to the development and

implementation of human spaceflight programs;

(2) Accomplished a single specific achievement which contributed toward attaining a particular human spaceflight program goal;

(3) Provided exemplary support to robotic missions that support human spaceflight (e.g. robotic Mars missions).

(4) Contributed to one or more major cost savings/cost avoidance pertaining directly to human spaceflight programs;

(5) Instrumental in developing hardware, software, materials, processes or operational improvements that increase reliability, efficiency, or performance;

(6) Developed or assisted with an operational improvement that increases efficiency or performance; or

(7) Developed a process improvement of significant magnitude.

d. Recognition. The award consists of:

(1) Congratulatory letter from senior management;

(2) Awardee certificate;

(3) An SFA lapel pin;

(4) A special commemorative current space flight item; and

(5) Recognition at a major program event and a VIP tour of a space facility.

e. Award Presentation Process.

(1) Following awardee selections, the SFA PM and the SFA WG will prepare a congratulatory letter to be signed by a senior official of the appropriate organization (i.e., NASA senior official for awardees who are NASA employees; company officials for awardees who are company employees). A representative of the awardee's organization presents the letter to the awardee as notification before the award ceremony.

(2) A high-level government/industry management representative presents the certificate and pin to the awardee at an appropriate award ceremony with co-worker awardees, and management in attendance if possible. The SFA PM, in consultation with the SFA WG, shall prepare a few words to be read about each awardee as the certificates are awarded.

4.3.5 SFA Trailblazer Award

4.3.5.1 The SFA Trailblazer Award recognizes NASA and NASA SFA Contractor employees in any field (technical, professional, etc.) supporting human spaceflight who demonstrate exemplary performance during the first seven years of the individual's career.

a. Eligibility. NASA and SFA Contractor employees are eligible for the SFA Trailblazer Award, provided they have not been previous award recipients and they have met the established criteria.

b. Nomination/Selection Process. Nomination and selection will be in accordance with 4.3 above. In addition, the nomination must:

- (1) Be initiated by any individual sufficiently familiar with the candidate's skills and performance;
- (2) Have concurrence by two levels of management above the candidate; and
- (3) Be approved by the nominating SFA WG member and that member's awards review and selection committee.

c. Criteria: Potential awardees must meet one or more of the following criteria:

- (1) Demonstrates innovation or creative initiative that demonstrates a significant contribution to the employees' organization in support of NASA's mission and goals.
- (2) Identifies new, creative solutions to problems.
- (3) Embodies strong work ethic including loyalty, honesty and integrity.
- (4) Works collaboratively with others to achieve a goal in support of NASA's mission.
- (5) Demonstrates steps towards establishing long-term vision and strategy.

d. Recognition. This award consists of:

- (1) A certificate signed by AA for HEOMD and, for SFA Contractor employees, the equivalent official from the SFA Contractor;
- (2) A special commemorative current spaceflight item; and
- (3) Opportunity to "shadow" and have lunch with an executive (NASA or SFA Contractor at the awardee's location).

e. Award Presentation Process. Presentation would be made during a senior staff meeting by an installation senior official. The award would be a surprise to the recipient.

4.3.6 SFA Management Award

4.3.6.1 The SFA Management Award recognizes outstanding leaders who exemplify the characteristics necessary for mission success.

a. Eligibility. The SFA Management Award recognizes outstanding leaders who exemplify the characteristics necessary for mission success. To be eligible to receive this award, the candidate must be a civil servant or SFA Contractor employee, working in a mid-level management position or higher, and not have previously received this award. No more than 1% of the management team is eligible to receive the award in any given year.

b. Nomination/Selection Process. Nomination and selection will be in accordance with 4.3 above. The nomination must:

- (1) Be initiated by any individual sufficiently familiar with the candidate's management skills;
- (2) Have concurrence by two levels of management above the candidate; and
- (3) Be approved by the nominating SFA WG member and that WG member's awards review and selection committee.

c. Criteria: Potential awardees must meet the following award criteria:

- (1) Loyalty - Demonstrate consistency, fairness, trust, and truthfulness in interpersonal relationships;
- (2) Empowerment - Provide the tools, authority, and trust which allow employees to do their jobs and fully employ their individual talents, creativity, and initiative;
- (3) Accountability - Set continuous improvement goals and measure performance against these goals;
- (4) Diversity - Recognize, understand, and appreciate that employees from different cultures and experiences view problems and opportunities differently;
- (5) Excellence - Perform in a superior manner. Continually look for innovative ways to improve operations and produce outstanding results;
- (6) Respect - Display professional esteem and courtesy to all employees, no matter how difficult the circumstances or what their relative positions are;
- (7) Sharing - Actively share responsibility, authority, effort, enthusiasm, information, vision, talent, and credit;
- (8) Honesty - Maintain a fair, straightforward, honorable, and open environment;
- (9) Integrity - Set the example by always dealing ethically in all business relationships and by maintaining the highest personal standards; and
- (10) Initiative - Always take prompt, decisive action to avoid or resolve problems. Proactively pursues opportunities and seeks innovative technology and methods to enhance program objectives.

d. Recognition. The award consists of:

- (1) Congratulatory letter from NASA senior management and, for SFA Contractor employees, from the SFA Contractor senior management; and
- (2) A special commemorative current spaceflight item.

e. Award Presentation Process. The award will be presented, using the following guidelines:

- (1) A presentation at the recipient's place of duty and may include all employees who report to the recipient, all senior people within that chain of command, an appropriate NASA representative, and the recipient's family.
- (2) The presentation may be adjusted to fit any internal award presentation process, e.g., annual award banquets or all-hands meetings. The highest ranking/most senior attendee presents the award to the recipient.

4.3.7 SFA Flight Safety Award

4.3.7.1 The NASA Flight Safety Award recognizes significant, outstanding, individual, or team contributions related to the prevention of anything that could lead to catastrophic mishap to the vehicle, crew, or mission. The area of consideration will extend to all government/industry employees supporting all aspects of NASA's human spaceflight effort, including design, processing, quality testing, management, and administration. Only a few of these very prestigious awards are given when appropriate.

a. Eligibility. Full-time NASA employees and SFA Contractor employees are eligible to receive the

Flight Safety Award.

b. Nomination/Selection Process. Nomination will be in accordance with 4.3 above. In addition, qualified nominations are forwarded to the SFA PM and the SFA WG for screening and approval and then to the SFA PM for evaluation. The SFA PM submits the nominations to the Chief, OSMA for review and a Flight Safety Panel for evaluation and final selection recommendations. Upon selection of the finalists by the Flight Safety Panel, the nominations are forwarded to the Chief, OSMA and the AA for HEOMD for final selection.

c. Criteria: Nominees must have contributed above and beyond the normal work requirements of the individual/group to the prevention of anything that could lead to catastrophic mishap to the vehicle, crew, or mission. The nominee(s) must meet one of the following criteria:

- (1) Contributed significantly to the prevention of a mishap that could cause loss of the vehicle, crew, or mission objective;
- (2) Identified, reported, or corrected a safety hazard that could directly cause a serious mishap to the vehicle, crew, or mission;
- (3) Suggested an idea for improving flight safety, thereby preventing the probability of crew injury during a mission; or
- (4) Exhibited timely and effective reaction to an emergency.

d. Recognition. The award consists of:

- (1) Congratulatory letter signed by the highest level of management from the nominating NASA Center and/or contractor organization; and
- (2) Trophy.

e. Award Presentation Process. The NASA Chief, OSMA and the AA for HEOMD presents the award at an appropriate venue.

4.3.8 SFA Supplier Award

4.3.8.1 The SFA Supplier Award honors outstanding performance by hardware, software, and service suppliers, SFA Contractors, vendors, and subcontractors who support NASA human space flight programs.

a. Eligibility. Eligibility criteria include consideration of high-quality products, excellent technical and cost performance, and adherence to schedules. As a general rule, there should be no more than three awards per year per WG member. No more than one award can be presented in a Supplier category (Large, Small, Small Disadvantaged Business, Woman-Owned Business, Veteran-Owned Business, Service-Disable Veteran-Owned Business, HUB Zone, and Historically Black Colleges and Universities/ Minority Institutions). Exceptions must be approved by the SFA PM. Candidates are selected using a documented system that shows valid data rating performance in the areas of quality, schedule, and cost.

b. Nomination/Selection Process. Nomination and selection will be in accordance with 4.3 above. In addition, prior to selection, in order to avoid inconsistency or conflict with other information relevant to a nominee's performance for purposes such as contract compliance, award fee, and/or past performance evaluations, nominations will be coordinated with the cognizant Contracting Officer.

c. Criteria. The nominee(s) must meet one of the following criteria:

- (1) Production of high-quality products, excellent technical cost performance and adherence to schedules based on a documented system that shows valid data in the areas of quality, schedule and cost;
- (2) Demonstrated exertion of an extraordinary amount of effort to produce a product or meet an abnormal schedule that enhanced flight capability.

d. Recognition. The award consists of:

- (1) Congratulatory letter signed by the highest level of management from the nominating NASA Center and/or contractor organization; and
- (2) Trophy or plaque.

e. Award Presentation Process. A member of the recipient's executive management, the representative who visits the supplier on a monthly or annual basis (if available), and other key members of management from the nominating contractor or Center will present the award in a ceremony at the supplier's facility. If available, an astronaut will be invited to attend and participate in the presentation.

Chapter 5. SFA Program Policy

The following NASA directive governs participation in the SFA Program:

NASA Policy Directive 8710.2B, "NASA Safety and Health Program Policy," June 10, 1997. This directive states: "1. POLICY...It is NASA policy to--...k. Establish spaceflight awareness motivation programs within NASA contractor/partner workforce for the purpose of instilling in employees the need to prevent human errors and mistakes that could impact the safety and mission success of human spaceflight activities..."

Appendix A. Definitions

SFA WG: Representatives from each participating NASA office, organization, and Field Center and POCs from SFA Contractors will work with the SFA PM to implement the plans and objectives of the SFA Program. The SFA WG's purpose is to assist and support the SFA PM; the group is not formed for the purpose of reaching consensus decisions, nor is it asked to do so, and the representatives and POCs provide individualized input. The PM consults or coordinates with the representatives or POCs when the PM deems it appropriate for a given discussion or task.

Space Flight Awareness (SFA) Contractor(s): Contractors having major responsibilities supporting NASA's human spaceflight mission success and whose contracts contain specific contract language that requires and authorizes the contractors to establish their own SFA plans and programs. The SFA plans and programs these contractors establish will, in accordance with the terms of the SFA contract clause, be aligned with NASA's SFA Program described herein.

WG Point(s) of Contact (POCs): A designate POC within a NASA Center and SFA Contractor organization who receives programmatic information from the SFA PM concerning NASA's SFA Program requirements, processes, and events. Additionally, Contractor POCs provide the SFA PM status updates concerning annual budget, cost reporting, and recognition metrics related to their respective programs as established by the SFA PM.

Appendix B. Reference Documents

B.1 NSTS 5300.4 (1D-2), "Safety, Reliability, Maintainability and Quality Provisions for the Space Shuttle Program," September 10, 1997. This document states: "1D102 MOTIVATION. The contractor shall maintain a product-oriented motivation (awareness) program planned and implemented as an integral part of, and making maximum use of, the existing motivational effort. The program objective shall be the prevention of human error by instilling in individuals performing on the contract, and on critical subcontractors thereunder, an awareness of their personal responsibility for Space Shuttle mission success and motivating the exemplary performance necessary to achieve this success. The program shall include the following as a minimum:

1. Goal setting and measurement to provide documented practical goals and performance standards for the reduction and elimination of human errors at organizational and individual employee levels.
2. Error Cause Identification and Removal System for detecting human errors, relating them to an identifiable cause, and action to remove the cause. Methods to obtain and distribute Space Shuttle motivation information and materials to concerned contractor personnel, those of subcontractors and vendors supplying critical flight and ground support hardware and software.
3. Motivational (awareness) indoctrination for contractor Space Shuttle supervisory personnel and indoctrination of the workforce in workmanship needs.
4. Recognition means for personnel who demonstrate their awareness through exceptional craftsmanship, error free workmanship and attention to careful performance in their job responsibility.
5. Existing motivation (awareness) program of suppliers of critical flight and ground support hardware/software shall be reviewed for compliance with the intent of these requirements in motivating supplier personnel and their sub-suppliers to exemplary performance. Provisions for fulfilling all or part of the requirements on critical subcontracts shall be authorized by specific contract direction."

B.2 National Aeronautics and Space Act, 51 U.S.C. 20113(a), as amended.

B.3 Federal Acquisition Regulation, 48 C.F.R. Chapter 1, et seq.